

	WISCONSIN EMERGENCY MANAGEMENT	
	Directive Number:	3003.2
	Reference Section:	Operations
	Subject/Description:	1033 Program Enrollment
	Effective Date:	2014-07-29
	Revision Date:	2015-12-09
	Approved By:	Brian M. Satula, Administrator

GUIDANCE: 1033 Program Enrollment

I. PURPOSE

The purpose of this policy is to establish a process for enrollment of a law enforcement agency (LEA) in the Wisconsin 1033 Program.

II. REPORTING REQUIREMENTS

Not applicable.

III. PROCEDURE

A. Enrollment Statement:

For the purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, Local laws, and whose compensated officers have powers of arrest and apprehension.

For the purposes of this program, Application for Participation is defined as the application filled out on an annual basis by all LEAs who have non-archived equipment inventory from the 1033 Program in their possession. Application for Participation with Intent to Procure is defined as the Application for Participation submitted with an enrollment fee for all LEAs who want to procure 1033 Program equipment during the current enrollment year.

For the purposes of this program, the enrollment year is defined as January 1st to December 31st.

B. The LEA Shall:

1. Submit the Application for Participation on an annual basis.
2. Submit the Application for Participation with Intent to Procure, along with enrollment fee to the State Coordinator for their approval to have the ability

to procure equipment during the enrollment year.

3. Submit an updated Application for Participation within 30 days of any LEA changes.

C. The State Shall:

1. Ensure only authorized LEA applications for LESO Program enrollment are submitted.
2. Approve/disapprove applicants in the LESO Program. The State Coordinator will only certify LEAs that are government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension.
3. Ensure LEAs enrolled in the LESO Program update their account information annually in the current property accounting system. Annual update is defined as 365 days from initial date of enrollment and/or last update.
4. Provide a comprehensive overview of the LESO Program to all LEAs once they are approved for enrollment.
5. Communicate with the LEAs in a timely manner regarding annual program enrollment, annual inventory certification, compliance, and all other matters pertinent to the policies and administration of the 1033 Program.

D. Fee Schedule

1. The enrollment fee is required for all LEAs who would like to procure 1033 Program equipment during the current enrollment year.
2. The enrollment fee for the 1033 Program will be based on the total amount of sworn officers the LEA, or their status as a State Agency.
 - a. The enrollment fee for higher education agencies will be based on total number of sworn officers.
3. The fee schedule is as follows:

# of Sworn Officers	Enrollment Fee
0-49	\$150.00
50-99	\$300.00
99+	\$600.00
State Agency	\$1000.00

E. Payment

1. The Program encourages LEAs to look for equipment online even if the LEA is not currently enrolled in the Program. If the LEA locates equipment that they wish to procure, the LEA can enroll in the Program and pay the annual fee at that time.
2. The LEA understands that they can pay the enrollment fee necessary to procure equipment at any time during the calendar year; however, the fee is not prorated and the enrollment fee paid will only carry them through December 31st.

IV. CONCLUSION

Enrollment for the 1033 Program is on an annual basis, January 1st to December 31st. LEAs are offered the opportunity to enroll in the program with the intent to procure equipment on January 1st, or at any time during the enrollment year.